

**GOVERNMENT OF TELANGANA
ABSTRACT**

General Administration (SPF.I) Department – P.O. 2018 – Cabinet Sub Committee on issues relating to G.O.Ms.No.317, GA(SPF.I) Department, dated.06.12.2021 and G.O.Ms.No.46, G.A. (SPF.I) Department, dated 04.04.2022 – Report and Recommendations - Orders - Issued – Reg.

GENERAL ADMINISTRATION (SPF.I) DEPARTMENT

G.O.Ms.No.245

Dated.29.11.2024.

Read the following:

1. G.O.Ms.No.124, G.A (SPF.I) Department, dated.30.08.2018.
2. G.O.Ms.No.128, G.A (SPF-I) Dept., dated.30.06.2021.
3. G.O.Ms.No.317, G.A (SPF.I) Department, dated.06.12.2021.
4. G.O.Ms.No.21, G.A (SPF.I) Department, dated 02.02.2022.
5. G.O.Ms.No.292, G.A (Cabinet) Dept., dated.24.02.2024.

--:O:--

ORDER:

Government have constituted a Cabinet Sub-Committee vide G.O.Rt.No.292, G.A. (Cabinet) Department, dated 24.02.2024, to examine and make recommendations to the Government on issues relating to G.O.Ms.No.317, G.A. (SPF.I) Department, dated 06.12.2021 and G.O.Ms.No.46, G.A. (SPF.I) Department, dated 04.04.2022.

2. The Cabinet Sub-Committee after holding a series of meetings with the Secretaries to Government, HoDs and other concerned officials and stakeholders, after causing a detailed analysis of the representations and grievances submitted in person and through the web portal designed for this purpose and after due consultations with the law officers, submitted their report on 20.10.2024.

3. The Cabinet Sub-Committee, *inter alia*, made the following recommendations in regard to mutual transfers on reciprocal basis in terms of Para 5 (2) (c) of the P.O.-2018.

“A Window for obtaining mutual transfers on reciprocal basis in terms of Para 5 (2)(c) of PO-2018 may be provided once more on the lines of the orders earlier issued in G.O.Ms.No.21, G.A. (SPF.I) Department, dated 02.02.2022”.

4. Government after careful examination, have decided to implement the above recommendations of the Cabinet Sub-Committee and consider the request for inter-local cadre transfers on mutual / reciprocal basis as per a fixed time schedule through online process, strictly in accordance with the provisions contained in Para 5 (2) (c) of the PO-2018, as per the following guidelines.

Guidelines

5. Mutual inter-local cadre transfer, permissible under these guidelines, means a mutual transfer between two persons holding posts in the same category in the same department, but allotted to and working in different local cadres of the same category.

Examples -

- a) A person holding the post of School Assistant (Maths) English medium, can apply for mutual transfer with another person holding the same post of School Assistant (Maths) English medium.

P.T.O.

- b) A person holding the post of School Assistant (Maths) Telugu medium cannot apply for mutual transfer with a person holding the post of School Assistant (Maths) English medium.
6. In respect of teachers and Headmasters, the inter-local cadre transfers on mutual basis are permissible only between the same management and the same category, subject and medium.
7. In respect of non-teaching employees holding posts under ZPP, MP and other such local authorities, the mutual transfer shall be considered only to another such ZPP, MP or local body.
8. Both the employees seeking mutual transfer shall give an undertaking in the prescribed format that they would forego their lien and seniority in the old local cadres and accept to take the last rank in the new local cadres.
9. The employees transferred on request for mutual inter-local cadre transfer, shall be assigned the last rank next to the last regular candidate in their new local cadre, as per paragraph 5 (2) (c) of the PO-2018. They shall also forego seniority/lien in the earlier local cadre.
10. As the transfer is on request basis, the employees are not entitled for any TA or DA.
11. The employees continuing in their existing cadre on court orders or employees who are under suspension or facing disciplinary proceedings or unauthorized absent in their existing cadre, shall not be eligible for applying for mutual transfer.
12. An employee can give consent only to one employee working in other local cadre for mutual transfer. In case of multiple consents, all such applications shall be summarily rejected.
13. The application for mutual transfer shall be made online and hard copy of the same shall be submitted to the head of the department through the district/zonal Head. The application once made, shall be final and no further application shall be permitted and the employees shall be responsible for the correctness of the information submitted by them in their application.
14. The Head of the Department will verify all the applications received and submit a consolidated proposal to the Secretary to Government concerned. The Secretary to the Government will issue orders, after scrutiny and clearance by GA Department.
15. The fresh /new online application for mutual transfer shall be made between 01.12.2024 to 31.12.2024 through web portal namely **po2018mutualtransfers.telangana.gov.in**
16. Government may, for administrative reasons and exigencies, reject any application for mutual transfer.

17. All the Spl. Chief Secretaries/Prl.Secretaries/Secretaries to Government, Heads of Departments and the District Collectors are instructed to take necessary action in this regard, accordingly.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF TELANGANA)

**SANTHI KUMARI
CHIEF SECRETARY TO GOVERNMENT**

To
All the Departments of Secretariat.

Copy to:

The P.S., to Prl.Secretary to Chief Minister.

The P.S., to Chief Secretary to Government.

The P.S., to Prl.Secretary to Government (Services), GAD.

Sf/SCs

//FORWARDED: : BY ORDER//

SECTION OFFICER

ANNEXURE
APPLICATION FOR TRANSFER OF LOCAL CADRE ON
MUTUAL BASIS

1. Details of the Applicant 1:

Name of the Employee	:
Employee ID	:
Mobile No	:
Designation	:
HoD Name	:
Secretariat Department	:
Present local cadre	:
New cadre requested on exchange basis	:

2. Details of the Applicant 2:

Name of the Employee	:
Employee ID	:
Mobile No	:
Designation	:
HoD Name	:
Secretariat Department	:
Present local cadre	:
New cadre requested on exchange basis	:

Signature of the Applicant 1
Date:

Signature of the Applicant 2
Date: